



13 September 2000

Administrative instruction

Dependency status and dependency benefits*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of implementing staff regulations 3.3 (b) (i) and 3.4, staff rules 103.23, 103.24, 203.4 and 203.7, hereby promulgates the following:

Section 1 General provisions

Dependency status

1.1 Dependency status shall be recognized in accordance with the provisions of staff rules 103.24 and 203.7, which define dependency for the purposes of the Staff Regulations and the Staff Rules, and in accordance with the provisions of the present instruction.

1.2 Dependency status may be recognized in respect of:

(a) A dependent spouse as defined in section 2.1;

(b) A dependent child or children, as defined in sections 3.1 and 3.2, and in section 4.1 for a disabled child or children;

(c) A secondary dependant, as defined in section 5.1.

Dependency benefits

1.3 The present instruction also defines the conditions under which "dependency benefits" may be paid in respect of recognized dependants. For the purposes of the present instruction, "dependency benefits" shall include:

(a) Dependency allowances under staff regulation 3.4 and staff rules 103.23 and 203.7;

(b) Payment at the dependency rate of salary and post adjustment under staff regulation 3.3 (b) (i) and staff rules 103.17 (b) and 203.4 (c).

Eligibility for dependency benefits

1.4 The following staff members are eligible for dependency benefits:

(a) Staff members serving under the 100 series of the Staff Rules;

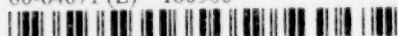
(b) Project personnel in intermediate or long-term status serving under the 200 series of the Staff Rules. They shall receive the same dependency benefits as Professional staff under the 100 series of the Staff Rules.

Entitlement to dependency benefits

1.5 Eligible staff members shall be entitled to receive dependency benefits for those dependants whose dependency status has been recognized, provided the conditions of the present instruction are met.

1.6 When a staff member is married to another staff member or to a staff member of another organization of

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the United Nations common system, only one may claim dependency benefits for dependent children issued from the marriage. Either or both spouses may claim for a secondary dependant.

Submissions of claims

1.7 Claims for dependency benefits shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. Subsequently, a separate claim for dependency benefits shall be made each year, in accordance with the procedures set out in the information circular entitled "Review of claims for dependency benefits" issued annually by the Assistant Secretary-General for Human Resources Management, as may be adjusted locally at duty stations outside New York.

Obligation to report changes

1.8 Staff members shall notify the Secretary-General in writing of any changes in their marital status or the status of their dependants, including the marital status of their dependants, by immediately advising the Office of Human Resources Management or their local personnel offices to that effect.

Section 2

Dependent spouse

Dependency status of a spouse

2.1 A spouse shall be recognized as a dependant when the following conditions are met:

(a) For staff members other than those in the Professional category and above, the spouse's annual gross occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scale in force on 1 January of the year concerned for the closest United Nations duty station in the country of the spouse's place of work;

(b) For staff members in the Professional category and above, the spouse's annual gross occupational earnings, if any, do not exceed the higher of:

- (i) The amount determined under section 2.1 (a); or
- (ii) The gross salary for the lowest entry level in force on 1 January of the year concerned at the

base of the salary system (G-2, step 1, for New York);

(c) The spouse of a staff member who is legally separated may be recognized as a dependant only upon submission of satisfactory evidence of support by the staff member.

2.2 Pension income, such as retirement and disability benefits, and income resulting solely from investments shall not be included in the computation of the annual gross occupational earnings under section 2.1.

Dependent spouse benefit for staff in the Professional category and above and in the Field Service category

2.3 Staff members in the Professional category and above and in the Field Service category shall be paid salary and post adjustment at the dependency rate with respect to a dependent spouse.

2.4 When a staff member is married to another staff member, or to a staff member of another organization of the United Nations common system and both husband and wife are in the Professional category and above or in the Field Service category, each shall be paid salary and post adjustment at the single rate unless there is a dependent child, in which case the provisions of section 3.6 shall apply.

Dependent spouse allowance for staff in the General Service and related categories

2.5 Eligible staff members in the General Service and related categories shall receive a dependency allowance with respect to a dependent spouse when local conditions and/or the practices of comparator employers call for the establishment of such an allowance. The amount of the allowance, if any, shall be provided in the local salary scale applicable at the duty station.

Adjusted dependency benefit with respect to a spouse

2.6 When the spouse's annual gross occupational earnings are less than the sum of the earnings limit set out in section 2.1, plus the amount of the dependency benefit that would have been paid if the spouse's gross occupational earnings had been under the limit set out in section 2.1, an adjusted dependency benefit for a spouse may be paid to:

(a) Staff members in the Professional category and above and in the Field Service category who have no dependent children; and

(b) Staff members in the General Service and related categories, with or without dependent children.

2.7 The adjusted benefit shall be equal to the amount by which the sum of the earnings limit plus the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

Section 3

Dependent child or children

Dependency status of a child or children

3.1 In accordance with staff rules 103.24 (b) and (c) and 203.7 (b) (ii), a natural child, a legally adopted child, or a stepchild, provided the stepchild resides with the staff member, shall be recognized as a dependent child when the following conditions are met:

(a) The child is under 18 years of age or, if in full-time attendance at school, university or a similar educational institution, under 21 years of age; and

(b) The staff member establishes that he or she provides main and continuing support to the child. This shall normally be done by the staff member's submitting a certification to that effect. Such certification must be supported by documentary evidence satisfactory to the Secretary-General, if a child:

- (i) Does not reside with the staff member;
- (ii) Is married; or
- (iii) Is recognized as a dependant under the special conditions defined in section 3.2.

3.2 Other children who fulfil the age, school attendance and support requirements specified in section 3.1 may be recognized as dependent children under staff rules 103.24 (b) and 207.7 (b) (ii) when all the following requirements are met:

(a) Legal adoption is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence;

(b) The child resides with the staff member;

(c) The staff member can be regarded as having established a parental relationship with the child;

(d) The child is not a brother or sister of the staff member; and

(e) The number of children for which dependency benefits are claimed under the present subsection does not exceed three.

3.3 For the purposes of section 3 of the present instruction, the residency requirement shall be deemed fulfilled when a dependent child attends a boarding school or another educational institution under similar arrangement.

Dependent child benefit for staff in the Professional category and above and Field Service category

3.4 Staff members in the Professional category and above and in the Field Service category who are paid salary and post adjustment at the dependency rate on account of a dependent spouse shall receive a dependency allowance for each dependent child.

3.5 If such staff members are not paid at the dependency rate on account of a dependent spouse, they shall be paid at the dependency rate with respect to the first dependent child and receive a dependency allowance with respect to every additional dependent child.

3.6 When a staff member is married to another staff member or to a staff member of another organization of the United Nations common system and both are in the Professional category and above or in the Field Service category, only one may receive dependency benefits in the form of payment of salary and post adjustment at the dependency rate, which shall apply to the spouse having the higher salary level. The other spouse shall be paid at the single rate.

Dependent child allowance for staff in the General Service and related categories

3.7 Eligible staff members in the General Service and related categories shall receive a dependency allowance in an amount and under terms based on local conditions and/or the practices of comparator employers, taking into account the floor formula established by the General Assembly. The amount and conditions of the allowance, which may limit payment to a maximum number of six children, shall be

provided in the local salary scale applicable at the duty station.

Government grants for children

3.8 If a staff member, his or her spouse, or any other person with whom a child resides, receives a dependency benefit in form of a government grant in respect of that child, the staff member shall report the total amount of the grant received in respect of that child, the country from which the grant was received and the currency of the grant (if other than United States dollars). The amount of the benefit received shall be subtracted from any dependency benefit payable by the United Nations on account of the dependent child or children. Receipt of a government grant affects the amount of the dependency benefit only, not the dependency status of a child for other purposes under the Staff Regulations and Staff Rules.

Section 4

Special provisions for disabled dependent child or children

Dependency status of a disabled child or children

4.1 A child who is certified by the Medical Director or designated medical officer as physically or mentally disabled, either permanently or for a period expected to be of long duration, shall be recognized as a dependent child, regardless of the conditions of age and school attendance otherwise required under section 3.1 (a), provided it is established in accordance with section 3.1 (b) that the staff member provides main and continuing support for the child.

Disabled dependent child benefit for staff in the Professional category and above and Field Service category

4.2 Staff members in the Professional category and above or in the Field Service category shall receive for a disabled dependent child:

- (a) Double the amount of the regular dependency allowance, if they are entitled to receive dependency allowance with respect to that child; or
- (b) An additional payment in the amount of the regular dependency allowance, if they are paid salary and post adjustment at the dependency rate on account of that child.

Disabled dependent child benefit for staff in the General Service and related categories

4.3 Staff members in the General Service and related categories shall receive for a disabled dependent child a dependency allowance at double the rate of the regular child allowance payable at the duty station where the staff member is serving.

4.4 However, at duty stations where a higher rate of dependency allowance is payable to a staff member in respect of the first dependent child, and the first dependent child is disabled, the staff member shall receive for that child:

- (a) The higher amount of dependency allowance payable for the first child; and
- (b) An amount equivalent to the child allowance payable in respect of children other than the first dependent child.

Section 5

Secondary dependants

Dependency status of a secondary dependant

5.1 A secondary dependant shall be the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case, at least twice the amount of the dependency allowance. If the secondary dependant is a brother or sister, he or she must also fulfil the age and school attendance requirements for a dependent child set out in section 3.1, unless the brother or sister is recognized as disabled in accordance with section 4.1.

Secondary dependant benefit

5.2 A secondary dependency allowance may be paid to eligible staff members for a secondary dependant subject to the following conditions:

- (a) The allowance is paid on account of only one secondary dependant;
- (b) The staff member does not receive a dependency benefit for a dependent spouse;
- (c) Staff members in the General Service and related categories shall receive a dependency allowance with respect to a secondary dependant when local conditions and/or the practices of comparator employers call for the establishment of such an allowance. The amount of the allowance, if any, shall

be provided in the local salary scale applicable at the duty station.

Section 6
Final provisions

6.1 The present administrative instruction shall enter into force on 1 October 2000.

6.2 Administrative instructions ST/AI/278/Rev.1, ST/AI/366 and Amend.1, and information circular ST/IC/82/48 are hereby abolished.

(Signed) Joseph E. Connor
Under-Secretary-General for Management



19 September 2000

Administrative instruction

United Nations internship programme

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of establishing conditions and procedures for the selection and engagement of interns at the United Nations, promulgates the following:

Section 1

Purpose of the internship programme

The purpose of the United Nations internship programme is threefold: (a) to provide a framework by which graduate and postgraduate students from diverse academic backgrounds may be assigned to United Nations offices, where their educational experience can be enhanced through practical work assignments; (b) to expose them to the work of the United Nations; and (c) to provide United Nations offices with the assistance of qualified students specialized in various professional fields. Specific arrangements for internship programmes at each duty station shall be announced through an information circular.

Section 2

Eligibility requirements

The Secretary-General may accept interns provided the following conditions are met:

(a) Applicants are enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or

(b) Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Section 3

Terms of the internship programme

3.1 The normal duration of an internship is two months, which can be extended for an additional two months. The total duration may be exceptionally extended to a



maximum of six months when there are special academic requirements or special needs of the receiving department/office.

3.2 The internship programme is normally on a full-time basis. The interns are expected to work five days a week in a department/office which has selected them, under the supervision of a staff member.

Section 4

Status

4.1 Interns are considered type I gratis personnel. They are not staff members.

4.2 Interns shall not be sought or accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. Interns shall not represent the United Nations in any official capacity.

4.3 Interns shall not be eligible to apply for, or be appointed to, any post in the Secretariat for a period of six months following the end of their internship.

Section 5

Responsibilities and obligations

5.1 Receiving departments/offices and supervisors

The receiving departments/offices and supervisors shall seek to create a working environment conducive to interns' substantive learning and professional development. Departments/offices shall:

(a) Seek to ensure that an intern's assignment(s) is related to his or her field of study, meaningful for both the department/office and the intern, and at the appropriate level of complexity and variety;

(b) Prepare terms of reference describing the tasks of interns in the departments/offices;

(c) At the end of the internship period, prepare a written evaluation of the intern's performance and organize a meeting with the intern to provide constructive feedback.

5.2 Interns

Interns shall:

(a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as described in section 4 of the present instruction;

(b) Provide the receiving departments/offices with a copy of all materials prepared by them during the internship. The United Nations shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of the United Nations, the interns shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law;

(c) Respect the impartiality and independence required of the United Nations and of the receiving department/office and shall not seek or accept instructions

regarding the services performed under the internship agreement from any Government or from any authority external to the Organization;

(d) Unless otherwise authorized by the appropriate official in the receiving department/office, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the United Nations or the receiving department/office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the United Nations;

(e) Refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the United Nations.

5.3 The conditions regulating the internship shall be set out in an internship agreement, as attached in the annex to the present instruction.

Section 6

Interns' expenses and medical benefits

6.1 Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibilities of interns or their sponsoring institutions.

6.2 The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health.

Section 7

Third-party claims

The United Nations is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

Section 8

Final provision

The present administrative instruction shall enter into force on 1 October 2000.

(Signed) Joseph E. Connor
Under-Secretary-General for Management

Annex

Internship agreement for the United Nations

1. I accept the internship, which has been awarded to me by the United Nations and understand the following:

(a) The United Nations will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution;

(b) The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during my internship; I will provide proof of my enrolment in a health insurance plan;

(c) I am not eligible to apply for, or be appointed to, any post in the United Nations during the period of my internship or for the six months immediately following the expiration date thereof;

(d) I am personally responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed.

2. I undertake the following obligations with respect to the United Nations internship programme:

(a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;

(b) To refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the United Nations;

(c) To respect the impartiality and independence required of the United Nations and of the receiving department/office and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;

(d) To keep confidential any and all unpublished information made known to me by the accepting office or department during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of the United Nations, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;

(e) To provide the receiving department/office with a copy of all materials prepared during my internship;

(f) To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;

(g) To complete the internship evaluation questionnaire at the end of my internship and to submit it to the officer-in-charge of the internship programme at the duty station;

(h) To return my identification pass to the officer-in-charge of the internship programme at the duty station.

3. I have read the attached terms of reference of my internship and I accept to abide by them.

_____	_____	_____
Date	Printed name of intern	Signature

_____	_____	_____
Date	Printed name of OIC, Internship	Signature

**Secretariat**

21 September 2000

Administrative instruction**Medical evacuation**

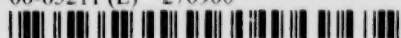
The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of establishing conditions and procedures for the authorization of travel expenses on medical grounds, under staff rules 107.1 (a) (vii) and 107.2 (a) (vii), 207.1 (vi) and 207.2 (a) (v), and 307.1 (c) promulgates the following.

Section 1**General provisions**

- 1.1 The present instruction shall apply to staff members appointed under the 100, 200 and 300 series of the Staff Rules.
- 1.2 Procedures specific to medical evacuation of staff members serving with peacekeeping operations are set out in the annex to the present instruction.

Section 2**Eligibility for medical evacuation**

- 2.1 Internationally recruited staff members under the 100, 200 and 300 series of the Staff Rules may be evacuated in case of an acute illness or injury from the duty station or mission area at United Nations expense for the purpose of securing essential medical care or treatment which cannot be secured locally because of inadequate medical facilities. This provision also applies to eligible family members of internationally recruited staff members under the 100 and 200 series of the Staff Rules.
- 2.2 Internationally recruited staff members and their eligible family members should plan all elective surgical, medical and dental procedures in conjunction with their home leave or family visit travel, and sick leave will be certified in accordance with relevant provisions of the Staff Rules.
- 2.3 Locally recruited staff members under the 100, 200 and 300 series of the Staff Rules, for whom the Organization has not assumed a responsibility for relocation to or from the duty station, are expected to avail themselves of the medical facilities available locally. However, when an acute life-threatening medical emergency has occurred, medical evacuation will be considered when the available local facilities do not offer an adequate response to the medical emergency. This provision will also



apply to eligible family members of locally recruited staff members under the 100 and 200 series of the Staff Rules.

2.4 Eligible family members, for purposes of medical evacuation, shall be deemed to comprise a spouse and recognized dependent children for whom the staff member receives a dependency allowance or special dependency allowance. A secondary dependant shall not be eligible for medical evacuation.

2.5 A staff member on special leave without pay, and his or her dependants, shall not be eligible for medical evacuation.

2.6 Guidelines for physicians advising on medical evacuation will be outlined in an information circular.

Section 3

Requirements for an escort

3.1 A physician or a nurse may be authorized to escort the person approved for medical evacuation under section 2 (the "evacuee") when *medical attention* is required during travel. This authorization does not preclude an escort as defined in sections 3.2 and 3.3.

3.2 A family member may be authorized to travel with the evacuee under the following circumstances:

- (a) In psychiatric cases;
- (b) For children up to 18 years old;
- (c) For evacuees who cannot look after themselves (for example, stretcher or paralytic cases).

3.3 In transplant cases, a donor may be authorized to accompany the evacuee. If required, this person may also act as an escort as defined in section 3.2 (c).

Section 4

Authority to approve medical evacuation

4.1 Authority to approve medical evacuation is delegated to heads of departments or offices away from Headquarters. The decision to evacuate shall be taken upon the recommendation of the United Nations medical officer or the United Nations dispensary physician responsible for the provision of medical services to the department or office concerned. At duty stations where there is no United Nations medical officer or United Nations dispensary physician, the decision shall be taken upon the recommendation of a local United Nations examining physician.

4.2 (a) The period spent on medical evacuation shall normally not exceed 45 days. For medical evacuations expected to exceed 45 days, or for any extension of medical evacuations beyond 45 days, authorization must be obtained from the United Nations Medical Director. For this purpose, the head of department or office shall forward all relevant medical documentation to the United Nations Medical Director.

(b) The United Nations Medical Director is available for consultation and assistance in all cases.

Section 5

Place to which medical evacuation may be authorized — travel costs

5.1 Medical evacuation shall normally be authorized to the nearest recognized regional medical centre. A list of these centres will be issued in an information circular.

5.2 Medical evacuation for internationally recruited staff members in cases of illness or injury requiring a long period of convalescence, psychiatric condition or high-risk pregnancy shall be authorized to the country of home leave, or the country of family leave travel, or the alternate country of home leave as provided in the Staff Rules.

5.3 When, in preparing for medical evacuation in accordance with section 6, difficulties arise that would prevent the applicable requirements from being met in the receiving country, an alternative destination within the region shall be authorized.

5.4 Travel costs for medical evacuation authorized under sections 5.1, 5.2 and 5.3 shall be borne in full by the Organization in respect of the evacuee and any escort authorized under section 3.

5.5 The staff member may choose, as an alternative to the place of evacuation under sections 5.1 and 5.3, to be evacuated to:

(a) The country of home leave, or the country of family leave travel, or the alternate country of home leave as provided in the Staff Rules, for internationally recruited staff members;

(b) Any other country of the staff member's choice.

5.6 Travel costs for medical evacuation authorized under section 5.5 shall be borne by the Organization subject to the following provisions:

(a) Travel costs for the staff member and any eligible family member to the country of home leave, or the country of family leave travel, or the alternate country of home leave as provided in the Staff Rules, shall be paid in the form of advance home leave or family visit, provided all applicable requirements for each of those entitlements are met;

(b) Travel costs in excess of those required for evacuation to a place authorized under sections 5.1 and 5.3 shall be borne by the staff member:

(i) When the staff member has already exhausted his or her home leave or family visit entitlement;

(ii) When the staff member elects to be evacuated to a country of his or her choice.

5.7 Subsistence allowance payments in the country of evacuation shall be governed by the provisions of section 8.

Section 6

Preparations for the evacuation

6.1 *Medical information is confidential and should be treated as such, whether within offices or in the transmission to other offices or medical facilities.*

6.2 Prior to medical evacuation, the head of department or office from which the staff member or eligible family member is being evacuated shall consult with the relevant United Nations Office in the receiving country, to ensure that all necessary preparations are made and that all visa and other requirements can be met. In accordance with section 5.3, an alternative destination within the region shall be authorized in case of any difficulty with meeting applicable requirements in the receiving country.

6.3 When evacuation is authorized, the essential information should be sent in advance to the head of office of the staff member's organization in the receiving country, where applicable, or to the Resident Coordinator of the United Nations system's operational activities for development in the receiving country. The information given should indicate whether, upon arrival, hospitalization is necessary and urgent, whether provisions should be made for transport by ambulance, and into which hospital and department the patient should be admitted. Whenever medically possible, travel should not commence until the appointment with the desired specialist has been made. The evacuee should travel with all relevant medical documents.

Section 7

Leave status

7.1 While on medical evacuation, the staff member's absence is charged to sick leave entitlements.

7.2 If the staff member accompanies a family member on medical evacuation, the absence from the duty station shall be charged to family leave, annual leave or special leave, as appropriate.

Section 8

Subsistence allowance during medical evacuation

8.1 In accordance with staff rules 107.15 (h), 207.16 and 307.4 (a), where travel at United Nations expense is authorized for medical reasons, a daily subsistence allowance shall be paid under the conditions and at the rates specified below.

8.2 When medical evacuation is authorized to the nearest recognized regional centre under section 5.1, or to an alternative place of evacuation authorized under section 5.3, a subsistence allowance shall be paid as follows when the place of evacuation is outside the staff member's country of home leave, or family leave travel, or alternate place of home leave as provided in the Staff Rules:

(a) For the evacuee, when not hospitalized, the full rate of subsistence allowance applicable to the authorized destination, and when hospitalized, one third of the applicable rate;

(b) For the family member authorized to accompany the evacuee, one half of the full rate if the evacuee is not hospitalized, and the full rate if the evacuee is hospitalized;

(c) Whether the staff member is the evacuee or the escort, the normal adjustments in subsistence allowance for staff members at the D-1 level and above shall not apply to the subsistence allowance for medical evacuation;

(d) In transplant cases, the donor does not qualify for subsistence allowance, unless that person is also acting as an escort, as defined in section 3.2 (c).

8.3 When, in accordance with sections 5.2 and 5.5 (a), medical evacuation is authorized to the country of home leave, family leave, or alternate place of home leave as provided in the Staff Rules, actual expenses for a hotel room or other accommodations (meals included) incurred by the evacuee and the accompanying family member authorized under section 3.2 may be reimbursed on the basis of receipts. The maximum reimbursement rates in respect of expenses shall be one half of the full daily subsistence allowance for that location.

8.4 When, in accordance with section 5.5 (b), medical evacuation is to a place of the staff member's choice, payment of subsistence allowance shall be made under section 8.2, provided, however, that such payment does not exceed the amount that would have been paid had the evacuation been to the place authorized under sections 5.1 or 5.3. Any additional subsistence expenses in respect of an accompanying physician, nurse, family member or donor authorized under section 3 shall be the responsibility of the staff member.

8.5 Payment of subsistence allowance under sections 8.2, 8.3 and 8.4 shall normally be made for a maximum period of 45 days, unless a longer evacuation period has been authorized in accordance with section 4.2 (a). In accordance with the provisions of the administrative instruction on the system of daily subsistence allowance (ST/AI/1998/3), the applicable rate shall be subject to reduction after 30 days in New York, and after 60 and 120 days at all other duty stations.

8.6 For all evacuations, if a medical escort is authorized under section 3.1, the full rate of subsistence allowance applicable to the authorized destination shall be paid to an accompanying doctor or nurse, but limited to three days, including travel time.

Section 9

Medical expenses

9.1 Medical expenses incurred for treatment of the evacuee (for example, hospitalization charges, doctor/surgeon fees and laboratory tests) are the responsibility of the staff member.

9.2 However, when the evacuee's medical condition is attributable to the performance of official duties on behalf of the United Nations, the Organization shall reimburse to the staff member all reasonable medical, hospital and directly related costs in accordance with the provisions of appendix D to the Staff Rules.

Section 10

Record-keeping

10.1 Once the head of department or office has approved the medical evacuation of a staff member or an eligible family member, the United Nations medical officer, United Nations dispensary physician or United Nations examining physician who recommended the evacuation is requested to complete the "medical evacuation" form (MS.39), and forward it to the United Nations Medical Director. The MS.39 form will be provided in an information circular.

10.2 Within two weeks upon return of the evacuee to the duty station, a complete medical report delivered by the attending physician at the place of evacuation shall

be forwarded to the Medical Service where the staff member's file is kept, as well as to the United Nations Medical Director. The record shall include all supporting documentation that may have been submitted under section 4.2 (a) to justify a request for medical evacuation in excess of 45 days.

10.3 Written record shall be kept by heads of department or office of each medical evacuation setting out the following information:

- (a) The name of the staff member, index number, name of the organization, locally or internationally recruited;
- (b) The name of the dependant and his or her relation to the staff member, if the evacuee was not the staff member;
- (c) The name of the head of department or office who authorized the evacuation;
- (d) The place of evacuation authorized by the head of department or office;
- (e) The actual place of evacuation;
- (f) The total cost of the medical evacuation, including travel expenses, subsistence allowance and medical costs.

The related information shall be provided in accordance with guidelines to be set out in an information circular.

10.4 The heads of department or office shall forward the above statistics on medical evacuations to the United Nations Medical Director on a quarterly basis. The United Nations Medical Director will regularly review these statistics and will, as and when necessary, provide the heads of department or office with his comments and advice.

10.5 The United Nations Medical Director will, on an annual basis, provide all relevant offices at Headquarters with statistics on medical evacuations and any comments that are deemed necessary.

Section 11

Final provision

The present instruction shall enter into force on 1 October 2000.

(Signed) Joseph E. Connor
Under-Secretary-General for Management

Annex

Specific provisions for personnel serving with peacekeeping missions

1. Unless otherwise stipulated hereafter, all the conditions for the authorization of travel expenses on medical grounds, and procedures to be followed for arranging medical evacuations, as set out in ST/AI/2000/10, shall apply to staff members of peacekeeping missions recruited under the 100, 200 and 300 series of the Staff Rules, as well as to United Nations Volunteers serving with peacekeeping missions, civilian police, military observers and members of national military contingents.

Eligibility for medical evacuation

2. All internationally recruited civilian and military personnel may be evacuated at United Nations expense. Locally recruited staff members serving with peacekeeping missions may be evacuated for life-threatening medical conditions at United Nations expense.

3. For medical evacuation from established family missions, the provisions of section 2 of ST/AI/2000/10 will apply.

Authority to approve medical evacuation

4. All medical evacuations within the mission area are the responsibility of the Head of the Mission or the Chief Administrative Officer in consultation with the Force Medical Officer or the Chief Medical Officer.

5. Authority to approve emergency medical evacuations to recognized regional medical centres is delegated to the Head of Mission or the Chief Administrative Officer in consultation with the Force Medical Officer or the Chief Medical Officer.

6. All emergency medical evacuations to places other than recognized regional medical centres, medical evacuations by air ambulance, non-emergency medical evacuations, as well as all repatriations on medical grounds of military observers, civilian police and members of national military contingents require the prior approval of the United Nations Medical Director.

Place to which medical evacuation may be authorized

7. Medical evacuation shall normally be authorized to the nearest recognized regional medical centre.

8. For an illness or injury requiring a long period of convalescence or for a psychiatric condition, medical evacuation or repatriation to the country of home leave or family visit or to the parent duty station is recommended. It requires the prior approval of the United Nations Medical Director.

9. Although members of national military contingents are expected to be repatriated to their home country for level III and level IV care, as set out in the Medical Support Manual for United Nations Field Operations, medical evacuation may be authorized to a third country when the home country does not offer adequate medical facilities for the treatment of the medical condition in question. The prior approval of the United Nations Medical Director is required.

Return to duty station

10. In all cases of emergency medical evacuation, clearance to return to the mission area shall be obtained from the United Nations Medical Director. This clearance will be based on a complete medical report obtained from the attending physician at the place of evacuation.

11. In cases of non-emergency medical evacuation, return to the mission area does not require clearance from the United Nations Medical Director, unless otherwise indicated at the time of approval of the evacuation.

12. In cases of medical repatriation, return to the mission area, if requested, shall require the prior approval of the United Nations Medical Director.

Subsistence allowance

13. The provisions of section 8 of ST/AI/2000/10 shall apply to staff members serving on peacekeeping missions who are medically evacuated. When a subsistence allowance is payable during medical evacuation, retained accommodation may be reimbursed as provided in section 8.3 of ST/AI/1997/6, but mission subsistence allowance shall not be payable for the same period.

Medical expenses

14. The United Nations is responsible for all reasonable and customary medical bills pertaining to the treatment of civilian police, military observers and members of national military contingents, when the injury or illness is deemed to be service-incurred.

15. The United Nations is responsible for that portion of reasonable and customary medical bills pertaining to the treatment of civilian personnel not covered by a medical insurance carrier when the injury or illness is deemed to be service-incurred, and when the staff member is in travel status (that is, in receipt of mission subsistence allowance).

Record-keeping

16. Except for medical evacuations within the mission area, a complete medical report established by the physician in attendance in the mission and subsequently, at the place of evacuation, shall be forwarded to the United Nations Medical Director.
